



West Devon
Borough
Council

West Devon Council

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| Title: | Summons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | Tuesday, 5th November, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time: | 4.00 pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue: | Chamber - Kilworthy Park | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Members: | <p style="text-align: center;">Mayor Cllr Leech Deputy Mayor Cllr Mott</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Ball</td> <td style="width: 33%;">Cllr Moody</td> </tr> <tr> <td>Cllr Bolton</td> <td>Cllr Moyse</td> </tr> <tr> <td>Cllr Bridgewater</td> <td>Cllr Musgrave</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Pearce</td> </tr> <tr> <td>Cllr Coulson</td> <td>Cllr Ratcliffe</td> </tr> <tr> <td>Cllr Crozier</td> <td>Cllr Renders</td> </tr> <tr> <td>Cllr Davies</td> <td>Cllr Ridgers</td> </tr> <tr> <td>Cllr Daniel</td> <td>Cllr Samuel</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr Ewings</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Heyworth</td> <td>Cllr Spettigue</td> </tr> <tr> <td>Cllr Hipsey</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Wood</td> </tr> <tr> <td>Cllr Kemp</td> <td>Cllr Yelland</td> </tr> <tr> <td>Cllr Kimber</td> <td></td> </tr> </table> | Cllr Ball | Cllr Moody | Cllr Bolton | Cllr Moyse | Cllr Bridgewater | Cllr Musgrave | Cllr Cheadle | Cllr Pearce | Cllr Coulson | Cllr Ratcliffe | Cllr Crozier | Cllr Renders | Cllr Davies | Cllr Ridgers | Cllr Daniel | Cllr Samuel | Cllr Edmonds | Cllr Sellis | Cllr Ewings | Cllr Southcott | Cllr Heyworth | Cllr Spettigue | Cllr Hipsey | Cllr Vachon | Cllr Jory | Cllr Wood | Cllr Kemp | Cllr Yelland | Cllr Kimber | |
| Cllr Ball | Cllr Moody | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Cllr Coulson | Cllr Ratcliffe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Crozier | Cllr Renders | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Davies | Cllr Ridgers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Daniel | Cllr Samuel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Edmonds | Cllr Sellis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Ewings | Cllr Southcott | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Heyworth | Cllr Spettigue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Hipsey | Cllr Vachon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Jory | Cllr Wood | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Kemp | Cllr Yelland | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr Kimber | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interests – Declaration and Restriction on Participation: | Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Committee administrator: | Member.Services@swdevon.gov.uk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. Apologies for Absence

2. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Summons, then please contact the Monitoring Officer in advance of the meeting.

3. Business brought forward by or with the consent of the Mayor 1 - 16

To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those recommendations which require approval:

(i) Development Management and Licensing Committee
Meeting held on 3 September 2019

(ii) Invest to Earn Committee
Meeting held on 3 September 2019

Meeting held on 1 October 2019

(iii) Overview and Scrutiny Committee
Meeting held on 8 October 2019

4. Polling District and Polling Places Review 2019 17 - 24

5. Outcome of a Political Structures Working Group Meeting 25 - 30

6. Appointments to Other Groups and Outside Bodies 31 - 36

Dated this 28th day of October 2019

Sophie Hosking – Chief Executive

Agenda Item 3

At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **3rd** day of **SEPTEMBER 2019** at **10.00am**

Present: Cllr J Yelland – Chairman
Cllr T G Pearce – Vice Chairman

| | |
|----------------|------------------|
| Cllr R Cheadle | Cllr P Crozier |
| Cllr S Hipsey | Cllr C Mott |
| Cllr D E Moyse | Cllr B Ratcliffe |
| Cllr M Renders | Cllr P Vachon |

Development Management Senior Specialist (AHS)
Development Management Specialist (OG)
Solicitor (DF)
Specialist Democratic Services (KT)

Other Members also in attendance: Cllrs L Daniel, T Leech, J Spettigue and T Southcott

***DM&L 14 DECLARATION OF INTEREST**

Members were invited to declare any interests in the items of business to be considered and the following were made:

Cllrs P Crozier and C Mott both declared a personal interest in application 3910/18/OPA Re-advertisement – revised site address) Outline application with all matters reserved for construction of Farm Managers dwelling – Land at Southcott Cross, Yelland Farm, by virtue of knowing the applicant as a fellow farmer and they remained in the meeting for the duration of the debate and vote thereon;

Cllr T G Pearce declared a personal interest in all applications by virtue of being a Member of the Devon Building Control Partnership. He remained in the meeting and took part in the debate and vote on the item.

***DM&L 15 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 30 July 2019 were confirmed and signed by the Chairman as a correct record.

***DM&L 16 PLANNING PERFORMANCE INDICATORS**

Members were presented with the latest Performance Indicator data. The Planning Senior Specialist drew Members attention to the key details.

***DM&L 17 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee proceeded to consider the applications that had been prepared by the Development Management Specialists and considered also the comments of the Town and Parish Councils together with other

representations received, which were listed within the presented agenda report and summarised below, and **RESOLVED** that:

(a) Application No: 2199/19/FUL **Ward: Tavistock North**

Site Address: Land at SX479750, North of Buddle Close, Butcher Park Hill, Tavistock

Construction of single dwelling on disused former agricultural land (resubmission of 2851/18/FUL)

Case Officer Update: Three additional letters of objection had been received raising points such as impact on landscape, impact on biodiversity and concerns over privacy. A letter had been submitted by the applicant's solicitor and a response from the Council solicitor also circulated.

Speakers included: Supporter – Mr Christopher Tofts: local Ward Member – Cllr Hipsey

RECOMMENDATION: Refusal

COMMITTEE DECISION: Refusal

(b) Application No: 3910/18/OPA **Ward: Okehampton North**

Site Address: Land at SX2551948 near Southcott Cross, Yelland Farm EX20 4NB

Re-advertisement – Revised site address Outline application with all matters reserved for construction of Farm Managers dwelling

Case Officer Update:

Speakers included: Supporter – Mr Mark Bunt: local Ward Member – Cllr Mott

RECOMMENDATION: Refusal

COMMITTEE DECISION: Refusal

(c) Application No: 2518/18/NMM **Ward: Tavistock North**

Site Address: 22 West Street, Tavistock

Case Officer Update: An additional condition should be included that car parking was to be provided on occupation of the first dwelling and maintained in perpetuity

Speakers included: Supporter – Mr James McDowall: local Ward Member – Cllr Hipsey

RECOMMENDATION: Conditional Approval

COMMITTEE DECISION: Conditional Approval

Conditions:

Time
Approved Drawings
SUDS details
Cill details
Window and door/garage door details
Gable end details
Stone sample
Natural slate roof
Ecology mitigation
HRA mitigation
CEMP
PD Removal
Written scheme of investigations
Landscape Plan
Details of car parking layout to be provided prior to occupation

***DM&L 18 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals, including Enforcement Appeals.

(The Meeting terminated at 11.40 am)

Chairman

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**MINUTES OF THE MEETING OF THE INVEST TO EARN COMMITTEE
HELD AT KILWORTHY PARK, TAVISTOCK ON 3 SEPTEMBER 2019**

MEMBERS

Cllr C Edmonds - Chairman

Cllr R Cheadle

Officers in attendance:

S151 Officer Strategic Finance Lead; Head of Assets and Specialist
Democratic Services

Members in attendance:

Cllrs Crozier, Daniel, Hipsey, Leech, Renders, Spettigue and Yelland

Apologies for absence:

Cllr L Samuel

IE.1/19 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none was made.

IE.2/19 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

IE.3/19 RENEWABLE ENERGY INVESTMENT DECISION

Members were presented with an exempt report that sought approval of expenditure of up to £40,000 to carry out financial, legal and technical due diligence on the business case for Investment in a Solar Farm, to be funded from the Innovation Fund (Invest to Earn) Earmarked Reserve.

The Head of Assets updated Members with an overview of the recent changes to the Commercial Strategy to reflect renewable energy opportunities from the Climate Change agenda. The opportunity that was the subject of the presented report was a proposition for discussion that met the brief.

He outlined the business case in more detail, and the s151 officer added further detail on the financial aspects.

The Chairman thanked the officers for their comprehensive overview. The officers then responded to a number of questions of clarity from Committee Members and other Members in attendance.

It was then:

RESOLVED

That expenditure of up to £40,000 (WDBC share) to carry out financial, legal and technical due diligence on the business case for Investment in a Solar Farm, to be funded from the Innovation Fund (Invest to Earn) Earmarked Reserve, be approved.

(Meeting commenced at 1.00pm and concluded at 1.55pm).

Chairman

**MINUTES OF THE MEETING OF THE INVEST TO EARN COMMITTEE
HELD AT KILWORTHY PARK, TAVISTOCK ON 1 OCTOBER 2019**

MEMBERS

Cllr C Edmonds - Chairman

Cllr R Cheadle

Cllr L Samuel

Officers in attendance:

Chief Executive, S151 Officer Strategic Finance Lead; Strategic Director Place & Enterprise, Monitoring Officer, HOP Lead Finance, Specialists Assets (SR and RE) and Specialist Democratic Services

IE.4/19 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none was made.

IE.5/19 MINUTES

The minutes of the meeting held on 3 September 2019 were approved as a correct record.

IE.6/19 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

IE.7/19 BUSINESS CASE FOR A COMMERCIAL PROPERTY INVESTMENT

Members were presented with an exempt report that sought approval of an offer to purchase a commercial property as set out in the presented exempt appendices.

The Director of Place and Enterprise responded to questions of clarity as he outlined the detail of the business case. Matters discussed included:

- The business interests of the current tenants, their credit ratings and the terms of the existing leases
- The difference between and therefore the impact of a break clause in a lease and expiry of a lease. A break clause often offered the opportunity for a discussion to assess future plans
- Comparators for the yield and the purchase price

- The requirement to maintain the roof at the tenant's expense

Members asked a number of detailed financial questions that the s151 officer responded to, including:

- The PWLB rates currently being low, and how Brexit and other factors could impact those rates
- The need to include R&M costs within the business case

Finally, the Chairman advised that he had considered the proposed recommendation but that it did not align with the Commercial Investment Strategy whereby acquisitions were considered by the Invest to Earn Committee and recommendations made to the Chief Executive and s151 Officer to progress the purchase subject to due diligence. He proposed an amended recommendation that sought 'recommendation' rather than approval, which was unanimously accepted.

It was then:

RESOLVED

That the Invest to Earn Committee **RECOMMENDS** that an offer be made to purchase the property as set out in exempt Appendix C, subject to the appropriate due diligence and the Terms of Reference of the Invest to Earn Committee.

If any of the figures materially change on the completion of the full financial, legal and technical due diligence, then a further report was to be brought back to the Invest to Earn Committee prior to final sign-off of the investment.

IE.8/19

BUSINESS CASE FOR INVESTMENT IN A SOLAR FARM

Members were presented with an exempt report that sought approval of investment in a solar farm to be 50% owned by West Devon, the commercial return for which would be from energy generated and sold to the national grid.

The Director of Place and Enterprise outlined the business case in more detail and he and the s151 officer responded to questions of clarity.

Points raised included the following:

- Corporation tax liability would apply from year 8
- The accuracy of the modelling was explained, along with comparison rates used by other relevant organisations
- The requirement for Council to amend the Investment Strategy, but currently timing would allow that to happen at the scheduled December meeting
- Current uncertainties around Brexit could either positively or negatively impact rates, but long term rates were expected to remain steady

- The Committee had offered to meet with South Hams District Council (SHDC) who were the partner in this investment, for a joint discussion. Members at SHDC had not felt that such an additional meeting was necessary as the investment had been the subject of joint discussions between both Leaders and Deputy Leaders
- Details of the planning permission requirements were outlined and it was confirmed that the purchase would not progress until planning permission was in place
- Questions were asked about the shares, shareholders, capital and management charges and it was confirmed that KPMG were expected to advise on how the purchase vehicle should be constituted.

At the conclusion of this discussion, and in recognition of the importance of understanding the roles of company and Council, the Monitoring Officer was asked to provide advice to the Invest to Earn Committee on how the relationship between the purchase company and the Council could work, to ensure the arrangements were satisfactory.

Again, the Chairman advised that he had considered the proposed recommendation but that it did not align with the Commercial Investment Strategy whereby acquisitions were considered by the Invest to Earn Committee and recommendations made to the Chief Executive and s151 Officer to progress the purchase subject to due diligence. He proposed an amended recommendation that sought 'recommendation' rather than approval, which was unanimously accepted.

It was then:

RESOLVED

That the Invest to Earn Committee **RECOMMENDS** approval of the investment to purchase 50% of shares in a solar farm SPV and subsequent development of 14MW capacity solar farm in accordance with the business case contained in the exempt appendices and the Terms of Reference of the Invest to Earn Committee.

If any of the figures materially change on the completion of the full financial, legal and technical due diligence, then a further report was to be brought back to the Invest to Earn Committee prior to final sign-off of the investment.

(Meeting commenced at 3,30pm and concluded at 4.30pm).

Chairman

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At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **8th** day of **OCTOBER 2019** at **2.00 pm**.

Present:

Cllr M Ewings – Chairman
Cllr P Kimber – Vice Chairman

| | |
|------------------|-------------------|
| Cllr T Bolton | Cllr L Daniel |
| Cllr N Heyworth | Cllr C Kemp |
| Cllr D Moyse | Cllr C R Musgrave |
| Cllr B Ratcliffe | Cllr P J Ridgers |
| Cllr T Southcott | Cllr J Spettigue |
| Cllr L Wood | |

Section 151 Officer
Senior Specialist – Democratic Services
Head of Place Making Practice

Also in Attendance:

Cllrs R Cheadle, P Crozier, M Davies, S Hipsey,
N Jory, T Leech, C Mott, T Pearce, M Renders,
L Samuel, P Vachon and J Yelland

- *O&S 36 APOLOGIES FOR ABSENCE**
Apologies for absence for this meeting were received from Cllrs K Ball and A Coulson.
- *O&S 37 CONFIRMATION OF MINUTES**
The minutes of the Meeting of the Overview and Scrutiny Committee held on 3 September 2019 were confirmed and signed by the Chairman as a true and correct record.
- *O&S 38 DECLARATIONS OF INTEREST**
Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting but there was none made.
- *O&S 39 PUBLIC FORUM**
The Chairman informed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.
- *O&S 40 HUB COMMITTEE FORWARD PLAN**
It was noted that no prior requests had been received for updates on any future Hub Committee agenda items at this meeting.

By way of an update, the Section 151 Officer informed that a proposal was to be put forward that would seek to recommend that, at the Special Council meeting on 5 November 2019, a joint IT Procurement Member Working Group (with Members from South Hams District Council) be established. The Committee was supportive of this item coming forward and noted that the main focus of work for the Group would be to give consideration to all aspects of future IT provision for the two Councils.

***O&S 41 A386 TRANSPORT CORRIDOR / TAVISTOCK VERBAL UPDATE FOLLOWING LAST COMMITTEE MEETING (MINUTE *O&S 26 REFERS)**

The Head of Place Making Practice provided an update and made particular reference to:-

- the costs breakdown. The officer confirmed that he had now received the cost projections of reinstating a railway from Tavistock to Bere Alston and he would circulate these to all Members. In addition, it was agreed that a copy of the referred to report on the benefits between a light and heavy rail solution in the area would be distributed to all Members;
- the Economy Working Group lead Member for the A386 and Rail. After the last Panel meeting, the officer had met with the assigned lead Member and it was agreed that a submission would be sent to the Department for Transport (DfT). In the subsequent response, the DfT had signposted the Council back to Devon County Council (DCC) which indicated that this was seen as a local issue and there was no central government monies available for any alternative route to the Dawlish to Teignmouth rail line;
- ensuring that the Council focused on what it could deliver and achieve during this administration. In so doing, the importance of the Council giving consideration to its preferred options was stressed; and
- an electric vehicle route along the A386 being a realistic long-term prospect.

In the ensuing debate, the following points were raised:-

- (a) The Chairman advised that a formal request had been made by a local resident called Mr Paul Mercer for a submission that he had made to be read out to the Committee meeting. In his submission, Mr Mercer had stated that:
 - o he had read with some dismay the last set of Committee minutes that had highlighted the cost projections of reinstating the Tavistock to Bere Alston link had now risen to £93 million;
 - o it appeared that DCC had now seemingly no interest in reinstating the whole line to Exeter via Tavistock and Okehampton. Mr Mercer was also of the view that the benefits of reinstating the Tavistock to Bere Alston link were minimal without it then carrying on to Okehampton;

- he had concluded that the ‘Jacobs Report’ had downplayed the potential benefits and had overlooked the significant public support in this area;
- the warnings of tidal rises due to global warming could have major implications on the Dawlish to Teignmouth line; and
- it was his hope that no planning permission would be granted for development on or near the old rail line formation in case it was needed in the future;

(b) Due to their concerns, the Committee reached the following conclusions:

- That local Ward Members and Officers should keep lobbying both DCC and the DfT;
- That a sub-group of the Economy Working Group be set up and solely tasked with considering the issue of the A386 / rail provision;
- That the Head of Place Making Practice, in consultation with the Chairman and Vice-Chairman of the Committee, send a strongly worded representation to DCC colleagues outlining the concerns of Members; and
- That the lead DCC Cabinet Member for Infrastructure, Development and Waste be invited to attend the next Committee meeting on 19 November 2019 and respond to Member questions;

(c) The Leader of Council highlighted correspondence that he had recently received from DCC colleagues. Of particular note, the correspondence had stated that:

- the current focus was on the Okehampton to Exeter line and it was felt that this could be seen as the first phase as part of the wider project; and
- DCC remained conscious of the need to develop a sustainable solution between Tavistock and Plymouth and was committed to investigating all possible options.

(d) The scale of the proposed future development and expansion of Tavistock was directly linked to improving the rail solution in the area.

It was then:

RESOLVED

1. That local Ward Members and Officers should keep lobbying both DCC and the DfT;
2. That a sub-group of the Economy Working Group be set up and solely tasked with considering the issue of the A386 / rail provision;
3. That the Head of Place Making Practice, in consultation with the Chairman and Vice-Chairman of the Committee, send a strongly worded representation to DCC colleagues outlining the concerns of Members; and

4. That the lead DCC Cabinet Member for Infrastructure, Development and Waste be invited to attend the next Committee meeting on 19 November 2019 and respond to Member questions.

***O&S 42 JOINT LOCAL PLAN: QUARTERLY UPDATE**

During her quarterly update, the lead Hub Committee Member for Environment informed that:

- a) A number of Members had attended the recent Joint Workshop with colleagues from Plymouth City Council and South Hams District Council on the emerging Plymouth and South West Devon Joint Local Plan Supplementary Planning Documents (SPDs); and
- b) Reports that sought approval to commence a public consultation exercise on the draft SPDs and the Statement of Community Involvement were to be presented to the Hub Committee at its meeting on 5 November 2019.

***O&S 43 FINANCIAL STABILITY REVIEW GROUP – MEMBER BRIEFING NOTE**

The Section 151 Officer presented her Briefing Note that had informed that the first Group meeting of this Council had been held on 24 September 2019, with the next meeting scheduled to take place on 22 October 2019. In addition, the officer also highlighted that it was now considered timely for the Group Terms of Reference to be updated and a recommendation to that effect would be considered at the next Hub Committee meeting on 5 November 2019.

During the ensuing discussion, reference was made to:-

- (a) the potential significant implications to the Council of the Council Tax Referendum limit being reduced from 2.99% to 1.99%;
- (b) the technical consultation on the Local Government Finance Settlement 2020/21. It was noted that Town and Parish Council Clerks had been contacted by officers and encouraged to respond (before the deadline of 31 October 2019) on the Government proposal to continue with no referendum principles for Town and Parish Councils in 2020/21.

***O&S 44 TASK AND FINISH GROUP UPDATES**

(a) Leisure Review

Members noted that the first Group meeting had been held earlier in the day and Cllr Daniel had been appointed as Group Chairman.

The main outcomes of the meeting had been that the Group had approved the Terms of Reference for the Review and the next meeting had been scheduled to be held on 15 October 2019.

***O&S 45 ANNUAL WORK PROGRAMME 2019/20**

The Committee considered the latest version of its Work Programme for the 2019/20 Municipal Year. In discussion, it was confirmed that the Work Programme would be amended to reflect the decision to invite the DCC Cabinet lead Member for Infrastructure, Development and Waste to attend the next Committee meeting on 19 November 2019.

***O&S 46 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THE MEETING**

The Committee was reminded of the importance of Member attendance at the draft 2020/21 Budget Workshop on the afternoon of Tuesday, 12 November 2019.

(The meeting terminated at 2.50 pm)

Chairman

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Report to: **Special Council**

Date: **05 November 2019**

Title: **POLLING DISTRICT AND POLLING PLACES
REVIEW 2019**

Wards Affected: **All**

Urgent Decision: **Y** Approval and clearance obtained: **Y**

Date next steps can be taken: **01 December 2019
– publication of
Register of
Electors 2020**

Author: **Neil Hawke** Role: **Support Services Specialist
Manager**

Contact: neil.hawke@swdevon.gov.uk

RECOMMENDATION

That the Council be RECOMMENDED that the Polling Districts and Polling Places Order 2019 (Appendix A) be made.

1. Executive summary

- 1.1 The Electoral Administration Act 2006 introduced a duty for all polling districts and polling places to be reviewed every four years. The Electoral Administration Act 2013 provided that a review must be carried out within 16 months of October 2018 and must be concluded by 31 January 2020
- 1.2 In order that the Register of Electors 2020 incorporates the recommended changes, it is necessary for approval to be given by Council prior to its publication on 01 December 2019
- 1.3 The review has taken place and identified that the current Polling District Polling Places Order needs slight revision

2. Background

- 2.1 To comply with The Electoral Registration and Administration Act 2013, a compulsory review of the polling districts and polling places must be completed by 31 January 2020

2.2 Responsibility for the review of polling districts and polling places rests with the local authority, while the provision of polling stations lies with the Returning Officer personally

2.3 Definition of terms:-

Polling district the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

Polling place: A polling place is a geographical area in which a polling station is located. The geographical area can be defined as tightly as a particular building or as widely as the entire polling district. Where a polling place is not named, by default it is the whole polling district

If polling places are too specific and the polling place is unavailable at election time then the Returning Officer would be forced to hold the election in a different polling place from that contained in the Order. It would then be necessary to issue an appropriate Notice and make arrangements for a new order to be made. With very tight election timescales and considerably high workloads, the need for additional paperwork would be disruptive to the election process

A Polling station is the actual location, chosen by the Returning Officer, where the process of voting takes place and must be within the polling place for the particular polling district

2.4 Public notice was given of the commencement of the review of polling districts and polling places by the Council on 12 August 2019. The opportunity was also taken to receive representations concerning the accessibility of polling stations. The closing date for submissions was 20 September 2019

2.5 Notices were sent to town and parish councils in the Borough, political parties, Members of the County and Borough Councils and various organisations who have knowledge of accessibility issues

2.6 During this period of the consultation, representation was received from Okehampton Hamlets Parish Council with regard to changing the polling place for two of their polling districts to be within those relevant polling districts (previously the polling place for these two districts was within the Okehampton Town Council polling district)

2.7 On 30 September 2019 the draft Polling District and Polling Places Order 2019 was published and sent to the town and parish councils and Borough Members, and posted on the internet, together with the Returning Officer's proposals regarding the polling stations. Further comments were invited by 18 October 2019

2.8 During this consultation process, a suggestion has been made to relocate the Lifton Polling Station to the new Community Centre, due to

redevelopment plans for the current venue (the Church Hall). Also, an alternative polling station is being sought for Chillaton due to accessibility issues at the current venue (The Old Smithy)

3. Outcomes/outputs

3.1 Following the consultation, if Members agree to the change set out in paragraph 2.6, then the current Polling District and Polling Places Order 2014 would need to be changed as follows : -

- Polling district references to be changed to reflect the relevant parliamentary constituency by prefixing with a T (Torrige and West Devon) or C (Central Devon), ie. AA to become CAA and AD to become TAD
- Central Devon Parliamentary Constituency – change of polling place for CCE (Okehampton Hamlets Little Fatherford) and CCF (Okehampton Hamlets North) from Okehampton to Okehampton Hamlets

3.2 If these recommendations are agreed, the above changes will take effect from the publication of the Register of Electors 2020 on 01 December 2019 (caveat – if a snap General Election is called before the publication of the new register it is proposed to delay the change in polling place for the two Okehampton Hamlets polling districts. This is due to potentially very tight timescales in assessing/arranging the potential new polling station, which would need to be carried out before sending poll cards to the electorate; a task which would need to be done immediately once an election date was announced)

3.3 The Returning Officer keeps the location of polling stations under review and will ask the Polling Station Inspectors, who visit each polling station on each polling day, for their comments on their continued suitability

4. Options available and consideration of risk

4.1 The Council needs to ensure that polling districts and polling places meet the needs of the electors

4.2 Failure to review the polling districts and polling places would result in the non-compliance with a legal obligation

4.3 If the polling place was too specific and the polling place unavailable, then the Returning Officer would be forced to hold the election in a different polling place from that contained in the Order. This would necessitate issuing an appropriate notice and arranging for a new order to be made at a time when timescales are very tight and workloads considerably high

4.4 A consultation has taken place with the Returning Officer's proposals being published on 30 September 2019. No further comments were

made after this date and the options were evaluated by the Returning Officer and Elections Specialist for West Devon

5. Proposed Way Forward

5.1 It is proposed that West Devon Borough Council approves the Polling District and Polling Places Order 2019 as set out in Appendix A

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|---|
| Legal/Governance | | The legal requirement to carry out a review of polling districts and polling places is set out in the report. Failure to carry out the required review would result in the Council being in breach of its statutory duty. |
| Financial implications to include reference to value for money | | The recommendation will increase the cost of the hire of polling stations due to the requirement of an additional polling place in Okehampton Hamlets for the polling districts of CCE (Okehampton Hamlets Little Fatherford) and CCF (Okehampton Hamlets North), however, this cost would not be significant. This cost will be borne by the relevant tier of government for whom an election is taking place (ie. the government for parliamentary elections, West Devon Borough Council for borough elections etc. – sometimes these costs are split if combined elections are taking place on the same day) |
| Risk | | <ol style="list-style-type: none"> 1. The Council needs to ensure that polling districts and polling places meet the needs of the electors 2. Failure to review the polling districts and polling places would result in the non compliance of legislation 3. If the polling place was too specific and the polling place unavailable, then the Returning Officer would be forced to hold the election in a different polling place from that contained in the Order. This would necessitate issuing an appropriate notice and make arrangements for a new order to be made at a time when timescales are very tight and workloads considerably high |
| Supporting Corporate Strategy | | This report supports the Council and Communities Corporate Strategy themes |

| | | |
|---|--|--|
| Climate Change - Carbon / Biodiversity Impact | | These recommendations will put an additional polling place closer to the homes of many of the electorate in the Okehampton Hamlets. This will, therefore, reduce their mileage if travelling to vote by car, or enabling them to walk or cycle |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | | The recommendations endeavour to meet the needs of all the electorate by providing convenient, accessible polling places |
| Safeguarding | | None |
| Community Safety, Crime and Disorder | | None |
| Health, Safety and Wellbeing | | None |
| Other implications | | None |

Supporting Information

Appendices:

Appendix A: The Polling Districts and Polling Places Order 2019

Background Papers:

Public Notice of the commencement of the review – 12 August 2019

The Electoral Administration Act 2006

The Electoral Registration and Administration Act 2013

Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

The West Devon Polling Districts and Polling Places Order 2014

The Returning Officer's proposals published on 30 September 2019

Emails of representation

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SCHEDULE OF POLLING DISTRICTS/POLLING PLACES

CENTRAL DEVON (1) AND TORRIDGE & WEST DEVON (2) CONSTITUENCIES

(being that part of the Borough of West Devon in the Central Devon and Torridge & West Devon Constituencies)

1. CENTRAL DEVON

| Polling District | Polling Place |
|--|--------------------|
| CAA (Beaworthy) | Beaworthy |
| CAB (Beaworthy East Ward) | |
| CAC (Belstone) | Belstone |
| CAF (Bondleigh) | North Tawton |
| CCB (North Tawton) | |
| CAK (Broadwoodkelly) | Broadwoodkelly |
| CAR (Chagford) | Chagford |
| CAW (Drewsteignton - Crockernwell) | Drewsteignton |
| CAX (Drewsteignton - Venton) | |
| CAY (Drewsteignton) | |
| CAZ (Drewsteignton - Whiddon Down) | Whiddon Down |
| CCO (South Tawton - Whiddon Down) | |
| CBB (Exbourne) | Exbourne |
| CBD (Gidleigh) | Throwleigh |
| CCW (Throwleigh) | |
| CBH (Hatherleigh) | Hatherleigh |
| CBI (Highampton) | Highampton |
| CBK (Iddesleigh) | Iddesleigh |
| CBL (Inwardleigh - Folly Gate) | Inwardleigh |
| CBM (Inwardleigh) | |
| CBN (Jacobstowe) | Jacobstowe |
| CBX (Meeth) | Meeth |
| CCA (Monkokehampton) | Monkokehampton |
| CCC (Northlew) | Northlew |
| CCD (Okehampton North) | Okehampton Hamlets |
| CCE (Okehampton Hamlets - Little Fatherford) | |
| CCF (Okehampton Hamlets - North) | |
| CCG (Okehampton Hamlets - South) | Okehampton Hamlets |
| CCH (Okehampton South) | Okehampton |
| CCJ (Sampford Courtenay) | Sampford Courtenay |
| CCN (South Tawton) | South Zeal |
| CCP (Spreyton) | Spreyton |
| CCQ (Sticklepath) | Sticklepath |

2. TORRIDGE & WEST DEVON

| Polling District | Polling Place |
|--|---------------------|
| TAD (Bere Alston) | Bere Alston |
| TAE (Bere Town) | Bere Ferrers |
| TAG (Bradstone) | Kelly |
| TBO (Kelly) | |
| TAH (Bratton Clovelly) | Bratton Clovelly |
| TAI (Brentor) | Brentor |
| TAJ (Bridestowe) | Bridestowe |
| TAL (Buckland Monachorum - Harrowbeer) | Yelverton |
| TAP (Buckland Monachorum - Yelverton) | |
| TAM (Buckland Monachorum) | Buckland Monachorum |
| TAN (Buckland Monachorum - Crapstone) | Crapstone |
| TAO (Buckland Monachorum - Milton Combe) | Milton Combe |
| TAQ (Buckland Monachorum - Clearbrook) | Clearbrook |
| TAS (Coryton) | Lewdown |
| TBQ (Lewtrenchard) | |
| TBU (Marystow) | |
| TCX (Thrushelton) | |
| TAT (Dartmoor Forest - Huccaby) | Hexworthy |
| TAU (Dartmoor Forest - Postbridge) | Postbridge |
| TAV (Dartmoor Forest - Princetown) | Princetown |
| TBA (Dunterton) | Milton Abbot |
| TBZ (Milton Abbot) | |
| TBC (Germansweek) | Germansweek |
| TBE (Gulworthy) | Gulworthy |
| TBF (Gulworthy - Morwellham) | |
| TBG (Gulworthy - Wheal Maria) | |
| TBJ (Horrabridge) | Horrabridge |
| TCK (Sampford Spiney) | |
| TBP (Lamerton) | Lamerton |
| TBR (Lifton) | Lifton |
| TBS (Lydford) | Lydford |
| TBT (Mary Tavy) | Mary Tavy |
| TBV (Meavy - Dousland) | Dousland |
| TCY (Walkhampton - Dousland) | |
| TBW (Meavy) | Meavy |
| TCL (Sheepstor) | |
| TBY (Milton Abbot - Chillaton) | Chillaton |
| TCI (Peter Tavy) | Peter Tavy |
| TCM (Sourton) | Sourton |
| TCR (Stowford) | Stowford |
| TCS (Sydenham Damerel) | Sydenham Damerel |
| TCT (Tavistock North) | Tavistock |
| TCU1 (Tavistock South East) | Tavistock |
| TCU2 (Tavistock South East) | Tavistock |
| TDA (Whitchurch) | |
| TCV1 & TCV2 (Tavistock South West) | Tavistock |
| TCZ (Walkhampton) | Walkhampton |

Report to: **Special Council**

Date: **5 November 2019**

Title: **Outcomes of a Political Structures Working Group Meeting**

Portfolio Area: **Council – Cllr Samuel**

Wards Affected: **all**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately after Council**

Author: **Kathryn Trant** Role: **On behalf of Political Structures Working Group**

Contact: **Kathryn.trant@swdevon.gov.uk**

Recommendations: That Council be **RECOMMENDED:**

1. To instruct the Head of Communications to progress a three-month trial period (from January to March 2020) of webcasting Council and formal Committee meetings to an internal audience in the first instance, and to report back to the Political Structures Working Group with the findings of this trial before making a recommendation on a final decision to the Council;
2. that, where deemed appropriate by the relevant lead officer, Members be given the option of remotely attending briefings by Skype; and
3. To amend the Constitution so that the method of taking recorded votes is changed as follows:
 - Step 1 – a ‘Recorded Vote’ is called for;
 - Step 2 – all Members receive a named Voting Paper;
 - Step 3 – all Members complete their Voting Paper;
 - Step 4 – all Voting Papers are collected;
 - Step 5 – all Votes are read to the meeting and collated; and
 - Step 6 – result of vote declared.

1. Executive summary

- 1.1 The Political Structures Working Group (PSWG) met on 8 October 2019, and considered a range of issues.
- 1.2 The PSWG cannot make decisions, but can make recommendations to full Council based on the issues considered and resulting discussions.
- 1.3 The recommendations within this report are intended to support the decision making process by offering options for Members in attending Briefings, and support transparency by undertaking a webcasting trial.
- 1.4 The PSWG will report at a later date on the outcome of the survey undertaken to canvas opinion on start times of meetings and, if approved by the Council, the outcome of the webcasting trial

2. Background

- 2.1 The Council appointed the following Members to the PSWG at the annual meeting on 21 May 2019:

Cllrs K Ball; M Davies; C R Musgrave; L Samuel; J Spettigue and L Wood.

- 2.2 At the first meeting of the PSWG, Cllr Samuel was elected as Chairman of the Group. At the first meeting, the Group also approved its primary purpose as follows:

The Political Structures Working Group is tasked with making recommendations to full Council on the Council's 'governance arrangements and decision making processes and structures.'

- 2.3 At its first meeting, in addition to there being some issues that had been rolled over from the previous Council administration, all Members were invited to put forward matters for consideration. Therefore, the Group discussed a number of issues at this meeting as set out below and reached the following conclusions:
 - 2.3.1 **Review of Hub Committee.** It was agreed that the Group would defer any review of the Hub Committee until May 2020 at the earliest. This would enable newly elected Members the opportunity to fully assess how the Hub Committee and its lead Members worked.
 - 2.3.2 **Webcasting.** Members of the Group were in favour of progressing a trial of webcasting meetings. The Group was of the view that the trial should be for a three month period that would commence from January until March 2020. After this trial has concluded, Members asked that a PSWG meeting be arranged to consider the outcome before a final recommendation is made to the Council.
 - 2.3.3 **Meeting start times.** The Group had a lengthy discussion on meeting start times and, such was the range of opinions given, it was agreed that a survey be conducted to canvas the views of all Members on this subject. It was also

agreed that the results of the survey would be considered at the next meeting of the Group before a recommendation is then made to the Council.

2.3.4 Remote attendance at meetings and briefings.

The Group supported the introduction of attendance at briefings by Skype. It was accepted that voting by Skype was not permitted, and some training had to be conducted 'in the room' (e.g. planning training and interactive case studies). However, the Group recommendation was to offer attendance by Skype when deemed appropriate by the lead officer.

2.3.5 Recorded votes. The Group discussed how the current practice was for every recorded vote to be taken in an alphabetical manner. Some Members at the PSWG meeting felt that this could disadvantage Members at the top of the alphabet who were called earlier in the vote process.

Alternatives were discussed and it was recommended that the method for taking recorded votes be changed as follows:

- Step 1 – a 'Recorded Vote' is called for;
- Step 2 – all Members receive a named Voting Paper;
- Step 3 – all Members complete their Voting Paper;
- Step 4 – all Voting Papers are collected;
- Step 5 – all Votes are read to the meeting and collated; and
- Step 6 – result of vote declared.

2.3.6 Wider use of public consultations. The Group discussed this but felt that the proposal conflicted the Member role and recommended no further action.

2.3.7 Unstarred Minutes. The Group discussed how the terminology caused confusion and it was agreed that in future the terminology would be changed to 'Recommendations'.

3. Outcomes/outputs

- 3.1 Of the matters discussed, the recommendations set out throughout this report reflect the outcomes and recommendations of the Group.

4. Options available and consideration of risk

- 4.1 There were no specific risks identified by the PSWG, and the recommendations reflect the Group desire to make decision making transparent and to encourage as many Members as possible to be able to attend meetings, if not in person then by Skype.

5. Proposed Way Forward

- 5.1 The proposed way forward is to accept the recommendations of the PSWG as set out in this report.
- 5.2 Future meetings of the PSWG will consider the outcomes of the Member survey on meeting start times and the webcasting trial.

At a later date, the PSWG will convene to consider a review of the Hub Committee.

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|---|
| Legal/Governance | | <p>Section 90 of the Local Government Act 2000 provides that a local authority may not—</p> <p>(a) cease to operate a form of governance, or</p> <p>(b) vary executive arrangements, other than in accordance with the Act and in making a change in governance arrangements, the local authority must comply with any directions given by the Secretary of State.</p> <p>The Local Authorities (Standing Orders) (England) Regulations 2001 require votes to be recorded in respect of budget decisions. Under the Council Procedure Rules adopted by the Council a recorded vote may be held if the quorum of the meeting request it; or on the advice of the Head of Paid Service or Monitoring Officer that there are legal implications.</p> <p>The Political Structures Working Group can make recommendations to full Council.</p> <p>The Council has the ability to amend and/or update its Constitution throughout the year.</p> |
| Financial implications to include reference to value for money | | None arising directly from this report, with the exception of webcasting meetings which, if progressed, may include additional costs |
| Risk | | There are no specific risks attached to this report The recommendations will encourage transparency and seek to support attendance at Briefings by a greater number of Members |
| Supporting Corporate Strategy | | Efficient and Effective Council |
| Climate Change - Carbon / Biodiversity Impact | | No direct carbon/biodiversity impact arising from the recommendations. The recommendation to allow Skype attendance to Briefings where appropriate may reduce travel and therefore carbon footprint. |
| Comprehensive Impact Assessment Implications | | |

| | | |
|--------------------------------------|--|--|
| Equality and Diversity | | None arising as a direct result of this report |
| Safeguarding | | None arising as a direct result of this report |
| Community Safety, Crime and Disorder | | None arising as a direct result of this report |
| Health, Safety and Wellbeing | | None arising as a direct result of this report |
| Other implications | | None arising as a direct result of this report |

Supporting Information

Appendices:

None

Background Papers:

Notes of Political Structures Working Group held 8 October 2019

Approval and clearance of report

| Process checklist | Completed |
|---|------------------|
| Portfolio Holder briefed/sign off | Yes/ |
| SLT Rep briefed/sign off | Yes/ |
| Relevant Heads of Practice sign off (draft) | Yes/ |
| Data protection issues considered | Yes/ |
| Accessibility checked | Yes/ |

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Report to: **Special Council**

Date: **5 November 2019**

Title: **Appointments: Future IT Platforms Joint
WD/SH Member Working Group and Devon
Audit Partnership**

Portfolio Area: **Leader – Cllr Neil Jory**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately**

Author: **Darryl White** Role: **Senior Specialist –
Democratic Services**

Contact: darryl.white@swdevon.gov.uk or **01803 861247**

RECOMMENDATION

That, for the remainder of the 2019/20 Municipal Year:

- 1. the Council establish a 'Future IT Platforms' Joint WD/SH Member Working Group and approve the draft Terms of Reference as outlined at Appendix A;**
- 2. the Council representatives on this Group be: Cllrs Cheadle, Edmonds (Chair), Kimber, Moody and Southcott;**
- 3. the Council be represented on the Devon Audit Partnership Committee and the Group Leaders be invited to make their nominations to serve on this Outside Body; and**
- 4. attendance at meetings of these Bodies, for the purposes of Members' Allowances, be regarded as an 'Approved Duty'.**

1. Executive summary

- 1.1 It is a requirement for the Council to make appointments to its lists of Other Groups and Outside Bodies.
- 1.2 This report seeks Council approval, for the remainder of the 2019/20 Municipal Year, to establish a 'Future IT Platforms' Joint WD/SH Member Working Group and to make appointments to serve on the Devon Audit Partnership Committee.

2. Background

Future IT Platforms Joint WD/SH Member Working Group

- 2.1 The current contract for the Council's Case Management ICT System expires in February 2021.
- 2.2 The Council's adopted Medium Term Financial Strategy includes provision of £150,000 per year as a contribution to the replacement of the current ICT System.
- 2.3 The Case Management System is critical to the Council's ability to operate in its Shared Services model and any replacement system must be jointly implemented across services within the Council and its Shared Service partner – South Hams District Council.
- 2.4 At the Hub Committee meeting held on 16 July 2019 (Minute *HC 39 refers), Members resolved to support the procurement of a replacement System and also to delegate authority to the Head of IT Practice to commence detailed implementation planning.
- 2.5 To ensure that the future ICT System is aligned to the Corporate Priorities of both Councils and is fully operational by February 2021, it is proposed that a Joint Working Group is formed that comprises of Members from both Councils.
- 2.6 It is suggested that the primary purpose of forming a Joint Working Group is to provide oversight of the progress of the project delivery and to provide approval to proceed at key project junctures;
- 2.7 A detailed project plan is currently being developed with the proposal to hold the first Group meeting in the next few months in order to formally agree the Project Plan and procurement route;
- 2.8 Officers are proposing that five Members from each Council are appointed to serve on the Working Group. Both Group Leaders have been consulted and the following nominations have been made:
 - Cllr Cheadle;
 - Cllr Edmonds (WD Chair);
 - Cllr Kimber;
 - Cllr Moody; and
 - Cllr Southcott.
- 2.9 A draft set of Terms of Reference for the proposed Working Group are detailed at Appendix A.

Devon Audit Partnership Committee

- 2.10 At its meeting on 26 March 2019, the Council approved an Audit Committee recommendation whereby the Council should 'join the

Devon Audit Partnership as a Non-Voting Partner from 1 April 2019 (or as soon as is reasonably practicable thereafter)' (Minute CM 64 iv refers);

- 2.11 As part of the Partnership arrangement, the Council has been advised that it is entitled to nominate two representatives to serve on the Partnership Committee (that is administered by Devon County Council);
- 2.12 Group Leaders have consequently been invited to submit their nominations to these two positions and these will be verbally reported to the Council meeting.

3 Options available and consideration of risk

- 3.1 Member involvement from both councils in the Future ICT Platforms project is considered to be vitally important and the establishment of a Joint Member Working Group will help to meet this requirement.

4. Proposed Way Forward

- 4.1 It is recommended that the Council establishes (and makes appointments to) the 'Future ICT Platforms' Joint Member Working Group and appoints two representatives to serve on the Devon Audit Partnership Committee.

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|--|
| Legal/Governance | Y | The Council Constitution requires the Council to approve the list of (and appointments to) the lists of Other Groups and Outside Bodies. |
| Financial implications to include reference to value for money | Y | Attendance at meetings of Outside Bodies is already budgeted for within the Members' Allowances budget. To ensure value for money, Members appointed to Outside Bodies are encouraged to provide regular feedback and consultation on issues affecting the Bodies concerned. |
| Risk | Y | In the event of any Member finding themselves in a position where interests conflict, they are strongly encouraged to seek early advice of the Council's Monitoring Officer. |
| Supporting Corporate Strategy | Y | Council Theme – <i>delivering efficient and effective services</i> |

| Comprehensive Impact Assessment Implications | | |
|--|---|------|
| Equality and Diversity | N | N/A |
| Safeguarding | N | N/A |
| Community Safety, Crime and Disorder | N | N/A |
| Health, Safety and Wellbeing | N | N/A |
| Other implications | N | None |

Appendices:

A – Draft Terms of Reference for the Joint WD/SH Member Working Group.

Background Documents:

Council Constitution;
 Hub Committee agenda and minutes – 16 July 2019 meeting; and
 Council Summons and minutes – 26 March 2019 meeting.

Future IT Platforms Joint Working Group – Draft Terms of Reference

1. Purpose

South Hams District Council and West Devon Borough Council have agreed to set up a Joint Working Group to consider options and opportunities to deliver our future IT platform which will be key to delivering future efficiencies and ensuring an improved customer experience.

2. Membership and quorum

- Total membership of the JWG shall not exceed 10 Members, 5 from each Council
- The Chair of the meeting shall be nominated by the JWG Members of the Council hosting the meeting
- Each Council will decide whether its appointees to the JWG will be politically balanced.
- The quorum for meetings shall be at least three members from each Council
- Each member of the JWG shall have one vote and issues will be decided by a simple majority
- The JWG may invite consultants, specialist advisors and officers to provide advice and information and/or attend JWG meetings in an advisory capacity.

3. Meetings

- The frequency of its meetings will be determined by the JWG
- An agenda and associated papers will be made available to the JWG at least 5 days before the date of the meeting
- The venue for the meetings will normally alternate between West Devon and South Hams' offices unless otherwise agreed by the JWG. Where possible, skype will also be an option.
- JWG meetings will not be open to the public
- All members are entitled to attend JWG meetings but cannot participate or vote.
- A summary of the JWG meetings will be made available to all members through the Member bulletin

4. Remit

- To consider the options for the future Information Technology platforms which are common across both Councils
- Consider contract awards where officers have delegated authority or make recommendations to Hub/Executive/Council where further approval is required.
- Receive project progress updates and ensure that the wider Membership is kept updated
- Approve progression at key project gateways to the next phase of the project
- Participate in User Acceptance Testing ("UAT") in respect of customer facing element and ensure that UAT of all other system elements is completed before go live

5. Overview & Scrutiny Committee and Overview & Scrutiny Panel

- The respective Overview & Scrutiny bodies will monitor progress of the work of the JWG, receiving quarterly project updates (or more frequently where required)

6. Changes to the terms of reference for the Joint Working Group

- Minor amendments (as determined by the Monitoring Officer) to the terms of reference may be made by the Chief Executive in consultation with the Leaders

- Any other amendments shall be made by the respective Councils

Date agreed: